

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 03/12/15

CLOSING DATE: 03/23/15 (4:30 PM)

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SCDC INTERNAL TITLE: CERTIFIED TCHR/MEDIA SPEC SCDC POSITION #: 011505

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: TRENTON CORRECTIONAL INSTITUTION, TRENTON (EDGEFIELD) LEVEL 2

STATE JOB TITLE: CERTIFIED TEACHER

STATE JOB CLASS: UB02

SALARY BASED ON CERTIFICATION

SPECIAL INCENTIVE: NO

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### AGENCY PREFERRED QUALIFICATIONS:

HOLDS A VALID SOUTH CAROLINA TEACHING LICENSE IN MEDIA SCIENCES AND  
TWO (2) YEARS EXPERIENCE AT THE SECONDARY LEVEL IN ENGLISH, MATH,  
SCIENCE OR SOCIAL STUDIES.

### DESCRIPTION OF DUTIES:

MEDIA SPECIALIST UNDER THE DIRECTION OF THE SUPERINTENDENT AND SCHOOL  
LEADER. ADMINISTERS ALL PHASES OF LIBRARY SERVICES, INCLUDING PROGRAM  
DEVELOPMENT, STUDENT ASSISTANCE AND INMATE SUPERVISION. CREATES  
PROMOTES AND IMPLEMENTS COMPREHENSIVE LIBRARY PROGRAMS TO INCLUDE  
BOOK CLUBS. ASSISTS TEACHERS IN DEVELOPING ACTIVITIES THAT REINFORCE  
SCHOOL GOALS AND CLASSROOM INSTRUCTION. PROVIDES RELEVANT INFORMATION  
ON CAREER DEVELOPMENT. CULTIVATES POSITIVE WORKING RELATIONSHIPS  
WITH STUDENTS AND STAFF. PROVIDES INPUT FOR MATERIAL SELECTION,  
MANAGES SCHOOL WIDE TECHNOLOGY AND TEXTBOOKS.

### COMMENTS:

MUST ATTEND SCDC BASIC TRAINING